Set up email on iPhone, iPad, or iPod Touch

You can use the Outlook App in the app store or the built in mail app already on your phone.

Using Outlook for iOS

Download Outlook for iOS from the Apple Store, open it, swipe through the introductions, and then tap Get Started.

Tap Office 365 if you have a work or school account in Office 365 for business.

Enter your full email address, for example jdoe@holmescc.edu, type your password, and then tap Sign in.

Once the account is added Outlook for iOS will begin syncing.

Proceed to NEXT page to use the built in mail app on iOS

Using Built In App.

Set up an Office 365 for business or other Exchange-based email account

First if you already have an existing Work Email account with exchange, you will need to remove it.

Tap **Settings** > **Mail, Contacts, Calendars** > **Accounts** > Choose your account and select delete at the bottom.



Tap Settings > Mail, Contacts, Calendars > Accounts > Add account > Email.

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In the Add Account page, tap Exchange.



Enter your full email address, for example <u>jneagle@holmescc.edu</u>, and your password, and then tap **Next**.

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Enter full email address for Email Enter **outlook.office365.com** for Server Enter full email address for Email Enter Password Give it a description if you choose too.

By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.

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